

DEPARTMENT:	Human Resources & Information Technology	STATUS:	Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$50.13 - \$59.23 per hour + comprehensive benefits package

Join the IT Services team at the City of New Westminster! As a seasoned Business Systems Analyst, your primary focus will be HR, Payroll, and Finance systems, including Oracle JD Edwards EnterpriseOne, UKG Workforce Central, Vertex, and Taleo. In addition to assessing business requirements and recommending solutions, you'll play a crucial role in scripting, programming, ongoing application support, and project management. From technical tasks like database maintenance to collaborating with clients and vendors, this role demands a high degree of independent judgment and action within established guidelines. Explore opportunities to leverage your skills across various systems as operationally required.

This position is eligible for hybrid remote work arrangements.

Minimum Required Education

- Bachelor's degree from a recognized, reputable post-secondary institution in an IT Systems related discipline.

Minimum Required Experience

- 5 years of experience in a Business Systems Analyst related role working with HR/Finance/Payroll systems
- 5 years of experience working in a Business Systems Analyst related role with JD Edwards EnterpriseOne

Other Requirements

- Must be a Canadian citizen or a permanent resident
- Must pass a Police Information Check

Role Responsibilities

- Developing reports and applications using a variety of tools, including JDE Design Tools, BI Publisher, Crystal Reports, and SSRS
- Developing, maintaining, and troubleshooting interfaces between systems using a variety of tools including SQL and proprietary vendor tools
- Managing user accounts and security
- Providing technical support to business users on related applications
- Configuring existing system functionality to meet business requirements (e.g. pay rules)
- Research and enable new system functionality
- Installing software updates and making necessary technical adjustments such as JDE ESUs and Vertex upgrades
- Performing Microsoft SQL database administration
- Performing data refreshes, creating queries, as well as updating, importing, and exporting data
- Working with vendors and their support channels to meet business requirements
- Performing routine system admin tasks such as rebooting servers, clean up tasks, and server monitoring
- Performing other related duties as required

Desired Skills

- Oracle JDE EnterpriseOne technical administration (Preferred Certification: Oracle JD Edwards EnterpriseOne 9.2 System Administration Certified Implementation Specialist.)

- Microsoft SQL administration and development (Preferred Certification: Microsoft Certified: SQL Server)
- UKG Workforce Central technical administration
- Microsoft Server administration
- Oracle Taleo technical administration
- Ability to act as a primary IT system owner and provide technical support on the system environment and applications
- Ability to provide advice and recommendations on technical matters related to the HR/Payroll/Finance systems
- Ability to define, analyze, and document business systems processes
- Ability to establish and maintain effective working relationships with a variety of contacts
- Ability to document, analyze, and assess a variety of information, identify priorities and resources, and propose alternative business processes
- Ability to analyze and evaluate data and information required for programming develop logical solutions to solve problems
- Ability to listen to feedback from non-technical stakeholders and communicate effectively orally and in writing and to present proposals that address this feedback in non-technical language
- Ability to perform assigned duties with minimum supervision

Apply online with your resume and cover letter in one document at

www.newwestcity.ca/employment

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*